



Board Approval Date: November 12, 2012

ATTENDANCE POLICY

Attendance Expectations:

The Law requires regular attendance at school. Daily attendance records are kept on file. If a child needs to be absent, parents must notify the school by telephone or note, preferably before school starts. If the school does not receive notification from the parents, a telephone call will be made to the parents/guardians. This accounting for each child is a safety check as well. Frequent absences can harm the learning process of the child and be disruptive to the class as well. For the benefit of your child, please strive to schedule family holidays so that school days are not impacted.

Regular Arrival and Departure:

School begins at 8:45 AM. As a rule, students should not arrive earlier than 20 minutes before school begins because no supervision will be available on the playground before this time. If you arrive before that time, students need to come into the school and wait in the school lobby area until supervision begins. School ends at 3:30 PM. Parents are expected to pick up their child(ren) at 3:30 PM sharp. If on occasion you are running late, call the school office to notify school personnel. The student will be waiting in the school lobby under the supervision of school personnel.

Late Arrival:

All students arriving late after classes begin are required to get a late slip from the school office before entering class. Punctuality is very important. Arriving late on a regular basis is disruptive to the class. Please arrive on time. Families who continue to arrive late will receive a phone call/letter from the school administration.

Extended Absence:

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind. The school will make every effort to support a child who is absent due to illness.

Student Early Release:

Students leaving early must have parent permission and be accompanied by an adult approved by the parents, and they must sign out at the office. If school is cancelled during the day and

students are to be sent home early, they will not be dismissed unless parents or emergency designate have been contacted and satisfactory arrangements have been made. If parents or emergency designate cannot be reached, the Principal may need to decide where the student will go. Students may not go home with another student unless the parents or emergency designate has granted permission. In cases of emergency, the Principal may make the decision for early release, i.e., injuries, emergency evacuation, etc.

Record Keeping

Hope Academy will keep accurate records of student attendance. This will be done daily recording attendance in the morning and afternoon. Hope Academy will comply with the Ministry of Education requirements to participate in the ONSIS program.